

Deputy Headteacher

Allerton Bywater Primary School

Applicant Brief





Welcome from Aidan Sadgrove, CEO

Dear Applicant,

Thank you for your interest in the post of Deputy Head teacher. It's an exciting time to join us on our journey to raise standards of education in the communities we serve.

We serve over 3000 children from the ages of 2 all the way through to 18. All of our schools are located within a few minutes' drive of each other, and have worked closely together for many years. This context gives us a unique opportunity to shape a child's journey from infancy all the way through to university or a high quality alternative. This is a huge privilege and a responsibility we take very seriously in our seven schools, who share a common commitment to improving outcomes and raising aspirations for all students.

Our mission is to provide a cradle to career education that allows our children to enjoy lives of choice and opportunity. By the age of 18, we want every child to have the option of university or a high quality alternative. This means that we aim for life changing personal and academic outcomes, with no child left behind.

To achieve this, we know that students, staff and our schools themselves must strive for continual improvement, and to be 'better, every day'. Our people are our greatest resource and we will only be able to deliver on our promise of 'success and respect for all' by attracting and developing the very best.

Our work is underpinned by our core values of Equality, Integrity and Resilience. In our schools, teachers spend time ensuring that each child is known and cared for. We aim to create environments where our children are happy, inspired and eager to attend each day. We firmly believe in scholarship, and aim for every child, no matter what their background, to be given the ambition, and the practical tools, to succeed academically, giving them the basis from which any career or academic goal is achievable.

I hope this pack gives you a flavour of the BLP MAT. I very much look forward to meeting you and working with you to ensure that we provide a transformational education for the young people in our care.

Please do get in touch to arrange a visit or to have an informal conversation about the role.

Aidan Sadgrove
Chief Education Officer



The Brigshaw Learning Partnership - Background

We serve communities in Outer East Leeds and have for over a decade collaborated to ensure all children can enjoy lives of choice and opportunity. In 2010, the schools formed a Co-operative Trust, committing themselves to working with and for each other, underpinned by co-operative values. In 2016 our schools cemented this collaboration through the formation of the BLP, a Multi-Academy Trust of 7 schools educating over 3000 children in East Leeds.

Our mission is to provide a cradle to career education that allows our children to enjoy lives of choice and opportunity. By the age of 18, we want every child to have the option of university or a high quality alternative.

We are immensely proud of our reputation for being a highly inclusive Trust. We believe that with the right combination of love, structure and high expectations, all children can achieve, regardless of their socio economic status, background or any barriers they may face.

We aim to establish great schools that develop knowledge, character and cultural capital to prepare children to play an anchor role in our community.

Our Values

- **Equality:** we are one team with one goal, unapologetically ambitious for all in the belief that every child can achieve, regardless of their background or socio economic status. We work with each other and for each other.
- **Resilience:** We give 100% effort. We don't make excuses or give up when it's hard, embracing challenges as opportunities for growth. We know success is achieved incrementally.
- **Integrity:** we are open about our successes and areas for growth and take responsibility to become better, every day.

Our strategic anchors

- **Aspirational Culture:** love, structure and high expectations for all
- **Building great teachers:** high impact school improvement, CPD and instructional coaching
- **Powerful cradle to career curriculum:** knowledge rich, raises aspirations and builds cultural capital
- **Highly effective support systems:** allow school leaders to focus on improving the quality of education and culture in their schools



Our schools:

We are one team with one goal, committed to our vision to provide a transformative education from 2-18. We serve 3000 children and young people. Approximately 1600 children aged 3-11 attend our six primary schools, spread across the villages that make up our locality. The majority of our primary students attend our secondary phase, Brigshaw High school. This presents a unique opportunity for us to cohere a powerful cradle to career journey for our children and communities. Our schools are:

Allerton Bywater – 433 pupils serving the village of Allerton Bywater

Brigshaw High School – 1400 pupils

Kippax Ash Tree – 341 pupils serving the central part of the village of Kippax

Kippax Greenfield – 164 pupils serving the western side of Kippax

Kippax North – 244 pupils serving the northern side of Kippax

Methley – 427 pupils serving the village of Methley

Swillington – 178 pupils serving Swillington village

Two local church schools are associate members of the BLP, ensuring all children within our community have access to the same offer, whichever school they attend.

All trusts will say they face an 'exciting' future, but in the case of the BLP it has never been clearer.

Allerton Bywater Primary School

Our priority for Allerton Bywater Primary School is to establish a culture of continuous improvement. We expect all our staff to commit to being 'better, every day' in our mission to provide a transformative education for our children.

We are searching for an inspirational leader who can support the Headteacher to rapidly strengthen the quality of education by:

- * growing a powerful aspirational and values-driven culture where all children can succeed
- * embedding a rigorous academic curriculum for all
- * supporting and challenging staff to lead across different curriculum areas.



Job Description

POST TITLE:	Deputy Headteacher
SALARY:	Leadership Scale – L12-L16 (£55,338-£61,166)
ACCOUNTABLE TO:	Headteacher
HOURS OF WORK:	Full time with hours necessary for the demands of the role
JOB PURPOSE:	You will provide high quality leadership, support and challenge to all staff to accelerate improvement and drive up standards, particularly in the quality of education, culture and the curriculum. You will establish a model and framework for excellence in teaching, teacher development, and a transformative curriculum that builds powerful knowledge and cultural capital.

MAIN DUTIES/RESPONSIBILITIES

1. To fulfil the general responsibilities of Deputy Headteacher to Allerton Bywater Primary School in line with the current School Teachers' Pay & Conditions Document.
2. Assuming responsibility for the discharge of the Headteacher's functions and duties at any time when they are absent from the school.
3. Working within the Senior Leadership Team (SLT) to provide vision, leadership and a clear direction for the school.
4. Working within the SLT in creating and developing an organisation in which all staff recognise that they are accountable for the success of the school.
5. Working within the SLT in the day-to-day management and organisation of the school.
6. Working within the SLT in ensuring that financial management and administrative procedures in school support its vision and aims.
7. Working within the SLT in the management and organisation of the school accommodation to ensure that it meets the needs of the curriculum and health and safety regulations.
8. Working within the SLT in the production, implementation, monitoring and review of policies adopted by the Trust.
9. Working within the SLT in the production, implementation, monitoring and evaluation of a school improvement plan which identifies priorities and targets for ensuring that pupils make progress and achieve high standards, as well as increasing teachers' effectiveness.



10. Sharing in an overview of the curriculum and driving forward the vision and future developments with the SLT.
11. Working within the SLT and with governors to recruit staff of the highest quality.
12. Working within the SLT in the deployment, supervision and welfare of all staff.
13. Working within the SLT with the discipline and pastoral care of all pupils
14. Demonstrating a working understanding and knowledge of the National Curriculum, as applied in the primary school; planning and preparing lessons; teaching pupils assigned to you; setting and marking work; assessing, recording and reporting on the development, progress and attainment of pupils; communicating and consulting with colleagues, parents and relevant outside agencies.
15. Leading on curriculum development and enrichment as well as providing leadership for a curriculum area.
16. Being a member of the senior leadership team, attending leadership meetings with the Headteacher and other senior colleagues, continuing to develop leadership experience through CPD, supporting the school self-review and improvement programme and being responsible for the induction of new staff.
17. Establishing a high standard of expectation, praising and sharing the good work of colleagues and children, reinforcing the positive approach to discipline, supporting colleagues in the hierarchical approach to dealing with behaviour.
18. Ensuring open lines of communication, liaising with the Headteacher and relaying information to colleagues.
19. Working alongside the Headteacher in monitoring the quality of teaching and learning across the school; leading on analysing data, identifying appropriate attainment and achievement targets; monitoring pupil standards and achievement against annual targets; monitoring planning, curriculum coverage and learning outcomes.
20. Maintaining personal expertise and sharing this with other teachers, acting as a role model of good practice for other teachers, modelling effective strategies with them.
21. Monitoring and evaluating standards of teaching, identifying areas for improvement, planning and implementing strategies to improve teaching where needs are identified.
22. Taking joint responsibility for overseeing assessment, with particular emphasis on leading tracking and progress across the Federation.
23. Carrying out the role of reviewer in the Performance Management process; Co-ordinating the CPD requirements for all staff, ensuring all development needs identified through performance management are met.



24. Ensuring that the schools work closely in partnership with both the immediate and wider community by developing good home/school relationships and links with local commerce and business.
25. Promoting effective liaison with local pre-school, primary and secondary schools / academies, leading the schools' involvement in project initiatives and acting as a link with all providers for the placement of students.
26. Making a commitment to safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
27. Contributing towards the wider ethos and appeal of the Trust.
28. Complying with Health and Safety policies.

This is not a complete statement of all duties and responsibilities of this post. It contains only the facts necessary to rate this standard job at the resultant responsibility.

THIS POST REQUIRES ENHANCED DBS DISCLOSURE AND THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE, AND WILL ALSO BE SUBJECT TO RECHECKING AS APPROPRIATE

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.



Person Specification – Deputy Headteacher

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	Qualified Teacher Status	AF/C	D1	National Professional Qualification for Headship	AF/C
	E2	Further professional development including middle leader training	AF/C			
Experience & Knowledge	E3	3 years' experience at middle or senior leadership level within Primary stage	AF/R	D2	Experience of Deputy Headship or Assistant Headship	AF/R
	E4	Teaching across the primary age range	AF/I/R	D3	Experience of teaching across the primary phase, with current knowledge of EYFS practice	AF/I/R
	E5	Experience of successful curriculum leadership, including monitoring, evaluating and target setting	AF/I/R			
	E6	Experience of working well in partnership with staff, governors, children, parents and the wider community	AF/I/R	D4	Experience of the performance management process and the role of reviewer	AF/I/R
	E7	Experience of dealing with and a knowledge of the safeguarding arrangements for children	AF/I/R	D5	Experience of Ofsted inspection and post inspection action planning	AF/I



ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Skills	E8	Exemplary classroom practitioner and role model for excellent teaching and learning	AF/I/R	D6	Has a good understanding of project management	AF/R
	E9	Able to analyse and interpret data, identify trends and develop and deliver appropriate support and intervention strategies for improvement	AF/I			
	E10	Has a good working understanding of assessment and tracking	AF/I/R			
	E11	Has a sound understanding of strategies to enhance teaching and learning opportunities.	AF/I			
	E12	Has a good understanding of school self-evaluation and improvement planning.	AF/I/R			
	E13	Has a good understanding of current educational initiatives and relevant legislation.	AF/R			
	E14	Competent in the use of ICT	AF/I			



ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
	E15	Communicates well orally and in writing at all levels	AF/I			
	E16	Able to plan, organise and prioritise.	AF/R			
	E17	Proven leadership qualities to motivate and inspire others	I/R			
Personal Attributes	E18	Fully supportive of the ethos and values of the school	AF/I/R	D7	Able to demonstrate innovation in school leadership	AF/R
	E19	Embraces change well	I/R			
	E20	Deals with difficult situations effectively	I/R			
	E21	Evidence of being able to build and sustain effective working relationships with staff, governors, parents and the wider community.	AF/I/R			
	E22	Willing to take part in extracurricular activities	AF/I			
Special Requirements	E23	Suitability to work with children.	D			



Key – Stage identified	
AF	Application Form
C	Certificates
I	Interview
R	References
D	Disclosure

Issues arising from references will be taken up at interview, The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure from the Disclosure and Barring service) and pre-employment checks will be undertaken before an appointment is confirmed.



Terms and Conditions of Employment

Salary Grade	L12-L16 (£55,338-£61,166)
Working Hours	You will be expected to work the hours to meet the demands of the post in accordance with STPCD. It is recognised there will be fluctuations with this work especially during school term time.
Payment	Staff are paid monthly in arrears by credit transfer.
Notice	Your notice period will be in line with the provisions of the Burgundy Book for Headteachers' notice periods.
Pension	You will be automatically enrolled on to the Teachers' Pension Scheme, unless you choose to opt out.
Collective Agreements	The conditions applicable to your post are those contained in the School Teachers' Pay and Conditions Document and the conditions of service for school teachers in England and Wales ('The Burgundy Book') and in other relevant documents which are issued nationally from time to time.
General	The successful candidate will be required to complete a medical form. The successful candidate will be required to provide proof of eligibility to work in the UK in accordance with the Asylum and Immigration Act 1996, before employment may commence. An enhanced disclosure from the Disclosure and Barring Service will be requested in the event of a successful application.



Recruitment Process – Key Dates

Possible meetings with school	w/c	10 January 2022
	w/c	17 January 2022
Closing Date		24 January 2022
Shortlisting Date		28 January 2022
Interview Date		4 February 2022

